

**PURCHASING POLICY
TOWN OF BROWNFIELD**

1. Items to be purchased for the Town of Brownfield, be it for the Public Works Department or for the Municipal Offices, will abide by the following guidelines.
2. All purchases greater than \$200 will require a purchase order.
3. The following personnel are granted the right to approve purchase orders up to the stated level.

Public Works Director	\$1,200	or higher ? (salt)
Town Clerk/Treasurer	500	
Town Administrator	500	
Rec. Director	200	

4. Purchase orders for sums greater than above must be signed by the Requestor and presented to the Board of Selectmen for approval. At least two Selectmen must sign these purchase orders.

EMERGENCY PURCHASES

Emergency Purchases Definition: Emergency purchases may be made when a threat exists to public health, welfare or safety, provided that such emergency purchase shall be made with such competition as is practical under the circumstances.

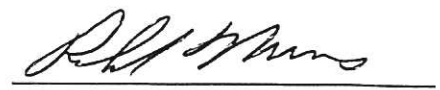
In case there is an emergency that requires immediate purchases of materials, supplies, equipment or services, the Selectmen hereby authorize the Town Administrator and the Public Works Director to approve such emergency purchases if the situation permits. The Selectmen shall be notified as soon as possible as to the emergency and the associated purchases. A written determination for the basis of the emergency and for the selection of a particular vendor shall accompany the purchase order and voucher. As soon as is practicable, standard purchasing procedures will be reinstated.

Authority: These policies are adopted by the Board of Selectmen in accordance with Maine RSA 30-A as it relates to their management of the Town's prudential affairs and their authority over expenditures.

Date: 9/12/06


Cynthia Willets
Selectman, Chair


Steve Gouffley
Selectman


Richard Norcross
Selectman